## *The Instructional Action Planner*

# Your Instructional Action Plan is the detailing of all of the preparations that need to be made to successfully carry out your lesson plan. Based upon the plan, it creates a critical to-do list for instruction.

# How to Use this Action Planner: For each of the to-do steps below, click into the shaded box under each step to enter your own action plan. The box will expand to accommodate your entry. Save and print the completed action plan when you are done.

# To-Do #1

# PREPARE FOR THE LEARNERS

Describe what action needs to be taken to prepare the learners. Answer these questions:

* What steps need to be taken to prepare the learners?
* What props are needed?

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| Props needed would be the previous experience of sorting and graphing review. Graphs they’ve created out for review. Creating an “M&M” Math day theme. |

# To-Do #2

# READY THE CLASSROOM

Describe what you need to do to get the classroom ready for the lesson. Answer these questions:

* What furniture needs to be acquired/moved?
* What additional materials are needed?
* Who do you need to contact to assist in making the intended adjustments?

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| Students will work in groups of 3 with the sorting activities on the floor near front of room, reading group area. No personnel would need to be contacted, assignment will be handled inside the classroom. |

# To-Do #3

# TEACHING AND LEARNING ACTIVITIES

List the materials you need to prepare and/or tasks that need to be done for the intended activities. Answer these questions:

* What materials are needed by teacher and students?
* What tasks need to be completed for these activities?

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| Materials needs are pencil, paper, M&M’s, Technology Spreadsheet, previous completed graphs, |

# To-Do #4

# PERSONAL PROMPTS

List the prompts you want to remember to use to cover all points of the lesson. Answer these questions:

* What specifics do you want to remember to do?
* *What specifics do you want to remember to say?*

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| None listed on this lesson plan. Emphasizing connections from previous lessons to “tie it together” would be done. |

# To-Do #5

# SUPPORT TECHNOLOGIES

Describe the things you need to do to ensure the technologies you have selected are available and working. Answer these questions:

* What technologies and related materials need to be acquired for another source? From where?
* What hardware or software adjustments need to be made?
* Which technologies need to be checked to be sure they are functioning?

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| Computer or Nook or Chromebook. Students will need to be able to record sorting data into a spreadsheet via google docs, Microsoft works, etc. |

# TO-DO #6

# FEEDBACK

Describe the feedback instruments you need to have ready for this lesson. Answer these questions:

* What do you need for formative feedback?
* What do you need for summative feedback?

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| Formative Feedback is the completion of the teacher made bar graphs. Summative assessment would be the district benchmarks to show proficiency. |

# TO-DO #7

# FOLLOW-UP

Given the feedback, describe the follow-up activities. Answer these questions:

* If the lesson was not successful, what remediation is planned?
* If the lesson was successful, what reinforcement is planned?

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| No remediate was listed in the plan but students who struggled could complete another assignment similar to this with the help of high performing student on this task. |